

Activity Overview:

Regardless of what version of Word you are using, with just a click of the mouse you can apply changes to a document, making it more appealing and professional looking. In this activity, you will type answers to twenty questions, and then format and edit your responses using the most common features in Word.

Instructions:

**New Skills Reinforced:**

In this activity, you will practice how to:

1. use the most common features of Word

1. Create a NEW blank document in Word
2. Insert a header: Name      Texting      Date
3. Starting on the first line of the document, type answers to the questions provided in the "Twenty Texting Phrases" column in chart 3-1. Do NOT number your answers and do NOT type the questions. Press ENTER between each answer.
4. Save the document as TEXTING in your IT9 folder.
5. Using the features in Word, apply the changes to your answer that are given in the "Formatting Changes to Apply" column in chart 3-1.
6. Carefully proofread the document for spelling, grammar, and accuracy.
7. Resave the document.
8. Submit the document to Mrs. Cousar by email with the subject line: Texting ITperX (replace the X with your IT period. **Note:** Mrs. Cousar has an automatic email sorter. If you put extra spaces in the subject line, or do not type the subject correctly, your email will wind up in her trash, and you will get no marks! Follow instructions precisely!)

New Skill

Chart 3-1

| Twenty Texting Phrases   | Formatting Changes to Apply  |
|--------------------------|--|
| 1. What does lol mean?   | Right align the text   |
| 2. What does b4 mean?    | Change the text colour to blue   |
| 3. What does l8r mean?   | Underline the text   |
| 4. What does ruok mean?  | Insert a standard bullet before the text   |
| 5. What does 2moro mean? | Change the font size to 18 point   |
| 6. What does <3 mean?    | Bold the text  |
| 7. What does bb4n mean?  | Centre align the text  |
| 8. What does bbl mean?   | Insert a black border around the text  |
| 9. What does rys mean?   | Double underline the text  |
| 10. What does def mean?  | Change the font size to 24 point   |
| 11. What does gal mean?  | Change the text to all capital letters   |
| 12. What does gn mean?   | Change the font to a style of your choice (not Calibri) and make it 14 point and bold. |
| 13. What does idk mean?  | Use numbering to insert the number 1 in front of the text                              |
| 14. What does uw mean?   | Italicize the text   |
| 15. What does jk mean?   | Insert a registered trademark symbol after the text: ®                                 |
| 16. What does lmk mean?  | Insert a customized bullet before the text   |
| 17. What does hru mean?  | Change the text to small caps  |
| 18. What does cwyl mean? | Add a double strikethrough to the text   |
| 19. What does sup mean?  | Copy and paste the text once under your answer (on a separate line)                    |
| 20. What doe ttyp mean?  | Apply a pink highlight colour  |